

INFORMATION RESOURCES

Quick Reference to Information Sources Useful to House Members

OVERVIEW

This section is intended to provide a quick reference to information sources of use to House members. It is divided into two parts: Information Resources for House Members and Information Resources for Constituents.

Information Resources for House Members includes:

- (1) Phone numbers organized first by legislative office and then by the type of information (including whom to contact);
- (2) Information available on the Internet, including legislative home pages, information available on Louisiana legislature websites and through the state's homepage, useful sources of legal information, and additional useful sites;
- (3) Publications useful to members, including House, legislative, and other publications; and
- (4) Frequently asked questions divided into general legislative, fiscal, and state government information.

Information Resources for Constituents lists a number of information sources to which House members and their district office staff may refer constituents. These sources are available to the public generally.

INFORMATION RESOURCES FOR HOUSE MEMBERS

Quick Information for House Members

TELEPHONE NUMBERS

By Legislative Office

**HOUSE LEGISLATIVE
SERVICES
PHONE DIRECTORY**

Executive Director (7th Floor) (225) 342-6125

Divisions

Commercial Regulation Division (9th Floor)

Director (225) 342-6288
Commerce Committee (225) 342-6151
Health & Welfare Committee (225) 342-2404
Insurance Committee (225) 342-2406
Labor & Industrial Relations Committee (225) 342-6121

Fiscal Division (24th & 25th Floors)

Director (225) 342-2440
Appropriations Committee (225) 342-2444
Ways & Means Committee (225) 342-2442

Governmental Affairs Division (7th & 8th Floors)

Director (225) 342-2398
Education Committee (225) 342-2408
House & Governmental Affairs Committee (225) 342-2403
Municipal, Parochial, & Cultural Affairs
Committee (225) 342-2401
Retirement Committee (225) 342-2445

Legal Division (12th Floor)

Director (225) 342-2421
Civil Law & Procedure Committee (225) 342-5105
Criminal Justice Committee (225) 342-2409
Judiciary Committee (225) 342-6129

Resource & Infrastructure Division (10th Floor)

Director (225) 342-6166
Agriculture Committee (225) 342-2411
Natural Resources & Environment
Committee (225) 342-2402
Transportation, Highways &
Public Works Committee (225) 342-6171

Poynter Library (13th Floor)

Director (225) 342-2430
District Office Line (225) 342-5783 or 5128
Public Update Legislative Service (PULS) Line
 Baton Rouge area & out-of-state (225) 342-2456
 Toll-free (Louisiana only) (800) 256-3793
TTY Line for the Hearing Impaired
 Baton Rouge area & out-of-state (225) 219-4688
 Toll-free (Louisiana only) (888) 850-6489

Administrative Services Division (2nd Floor)

Director (225) 342-1362
Docket (225) 342-6458
Duplicating (225) 342-6459

For a listing of HLS staff names on the Internet, go to:

<http://house.louisiana.gov>

and select "House Staff Info" from the top black bar.

A list with House Legis Services, Speakers Office
and Speaker Pro Tem & other offices will appear

**KEY HOUSE
PHONE NUMBERS**

Office of the Speaker (225) 342-7263

Office of the Speaker Pro Tempore (225) 342-7263

Office of the Clerk (225) 342-7259

Accounting (225) 342-2196

Human Resources Office (225) 342-2455

Property Control and Purchasing (225) 342-2198

Public Information Office (225) 342-9795

Sergeant at Arms (225) 342-1228

Switchboard (225) 342-6945

For a listing of House staff names on the Internet, go to:

<http://house.louisiana.gov>

and click on "House Speaker's Welcome" for Speaker and Speaker
Pro Tempore, or click on "House Staff" for other offices

SENATE

- Senate Switchboard** (225) 342-2040
- Senate Document and Records Office** (225) 342-2365
- Senate Legislative Services Administrator** (225) 342-0614

For a listing of Senate staff with names and phone numbers on the Internet, go to:
<http://senate.legis.state.la.us>
and click on "Staff/Divisions"

**OTHER
LEGISLATIVE
ENTITIES**

- Caucuses and Delegations**
 - Acadiana Delegation (225) 342-0349
 - Black Caucus (225) 342-7342
 - Democratic Caucus (225) 342-8654
 - Independent Caucus (225) 342-9980
 - Jefferson Delegation (225) 342-0356
 - Orleans Delegation (225) 342-8301
 - Republican Delegation (225) 342-6287
 - Rural Caucus (225) 342-0365
 - Women’s Caucus (225) 342-0334
- Joint Legislative Committee on the Budget** (225) 342-7244
- Legislative Auditor** (225) 339-3800
- Legislative Fiscal Office** (225) 342-7233
- Louisiana Capitol Foundation**
(House Clerk’s Office) (225) 342-0642
- Louisiana State Law Institute** (225) 578-0200

**LEGISLATIVE
COMPUTER CENTER**

- Computer Center Help Desk** (225) 342-4000

By Type of Information

CONTACTS FOR LEGISLATIVE AND GENERAL INFORMATION

Bill drafting

HLS research staff (225) 342-6125

Budget/Fiscal questions

HLS Fiscal Division (225) 342-8568

Copies of bills and legislative documents

Bill Room (session only) (225) 342-2192

Current law on a specified topic

HLS research staff (225) 342-6125

District office expenses

House Accounting Office (225) 342-2196

District office help in using legislative documents/resources

Poynter Library's District Office

Assistance Lines (225) 342-5783 or 5128

Emergency preparedness and disaster relief

Special House telephone number to be provided

Formal legal opinion on interpretation of Louisiana law

Attorney General (225) 342-7013

HLS research staff (225) 342-6125

Governmental functions, services, and programs

HLS research staff (225) 342-6125

Governor's action on enrolled bills/Act number assignment

Poynter Library's District Office

Assistance Lines (225) 342-5783 or 5128

Governor's Office (action taken by governor) . . . (225) 342-0955

Secretary of State Act information (225) 922-0309

Governor's bill signing (schedule to be present for signing)

Governor's Office (225) 342-8213

Historical legislative documents

Poynter Library (225) 342-2430

House/Senate bills, daily journals, rosters, rules

HLS Administrative Services (225) 342-6458

Identification/status of legislation from current/prior sessions

Poynter Library's District Office

Assistance Lines (225) 342-5783 or 5128

Legislative assistants hiring

House Human Resources Office (225) 342-2455

Legislators recommending temporary session employees

Clerk's Office (225) 342-7259

Miscellaneous services

(Visiting dignitaries/groups, honorary House member certificates,
sergeant at arms)

Speaker's Office (225) 342-7263

Photography and video services

House Public Information Office (225) 342-9795

Research on governmental/legislative topics

HLS research staff (225) 342-6125

Poynter Library (225) 342-2430

State Capitol tours

State Tourist Information Desk (225) 342-7317

Speaker's Office (assistance) (225) 342-7263

House Public Information Office (assistance) ... (225) 342-9795

INFORMATION AVAILABLE ON THE INTERNET

The Louisiana Legislature maintains three separate websites: **The Web Portal to the Louisiana Legislature** (the Legislature's home page); **The Louisiana House of Representatives Internet Portal** (House home page); and **The Louisiana State Senate** (home page). Each house is responsible for the content and presentation on its website. The content of the Legislature's home page is approved by the Speaker of the House and President of the Senate. Each of the three has its own webmaster. Separate websites are maintained by the Legislative Auditor, the Legislative Fiscal Office, and the Louisiana State Law Institute. (For other computer resources for House members, see *Legislative Computer Center* on page E-26.)

Legislative Home Pages

Home Page for:	URL
Louisiana Legislature	http://www.legis.state.la.us
Louisiana House of Representatives	http://house.louisiana.gov
Louisiana Senate	http://senate.legis.state.la.us
Louisiana Legislative Auditor	http://www.lla.state.la.us
Louisiana Legislative Fiscal Office	http://lfo.louisiana.gov
Louisiana State Law Institute	http://www.lsl.org

Information Available on Louisiana Legislative Websites

Information	Website/Link
Committees	http://www.legis.state.la.us (Committees) http://house.louisiana.gov/H_Reps/H_Reps_StandCmtees.htm http://senate.legis.state.la.us/Committees/default.asp
Committees - House Procedure	http://house.louisiana.gov/H_Cmtes/2007_CommitteeProcedureGuide.pdf
Constitution	http://www.legis.state.la.us/lss/lss.asp?folder=72 http://senate.legis.state.la.us/Documents/Constitution/Default.htm
Constitutional Convention Records of 1973	http://house.louisiana.gov/cc73/
Delegations & Caucuses	http://house.louisiana.gov (Additional Key Sites; Caucuses and Delegations) http://www.legis.state.la.us (Legislators; Legislative Caucuses and Delegations)
Glossary of Legislative Terms	http://www.legis.state.la.us/glossary.htm http://house.louisiana.gov/OG/Index_Glossary08.htm

Information	Website/Link
Guide to the House of Representatives	http://house.louisiana.gov : Citizen's Guide Info
Guide to the Legislature	http://www.legis.state.la.us : About the Legislature
House Legislative Services	http://house.louisiana.gov/H_Staff/H_Staff_HLS.asp
House Speaker	http://house.louisiana.gov/H_Staff/H_Staff_Speaker.asp
How a Bill Becomes a Law	http://house.louisiana.gov/H_Citizens/pdf/HowAbill.pdf
How Do I? (Frequently Asked Questions)	http://www.legis.state.la.us/howdoi.htm http://house.louisiana.gov/H_Citizens/H_Citizens_HowDoI.htm
Laws - (Statutes, Codes, Constitution, Rules)	http://www.legis.state.la.us/lss/lalaws.htm
Legislation	http://www.legis.state.la.us (Session Info; select session)
Legislators - House - Senate	http://www.legis.state.la.us : Legislators http://house.louisiana.gov : Representatives http://senate.legis.state.la.us : Senators
Rules of Procedure - House - House Floor Guide - Senate - Search Feature	http://www.legis.state.la.us/lss/lss.asp?folder=73 http://house.louisiana.gov/H_Citizens/pdf/floorGuide.pdf http://senate.legis.state.la.us/Documents/Rules/Default.htm http://www.legis.state.la.us/lss/lalaws.htm
Seating Chart - House - Senate	http://house.louisiana.gov/H_seating/H_Seating.asp http://senate.legis.state.la.us/Senators/seating.htm
Senate President	http://senate.legis.state.la.us/Welcome
Senate Staff	http://senate.legis.state.la.us/Staff&Divisions
Services for People with Disabilities	http://www.legis.state.la.us : Disabilities Information
Session Information	http://www.legis.state.la.us : Session Info
Special Session - Governor's Call	http://www.legis.state.la.us (Session Info; Select session; Scroll down for link under Key Session Info)
Video Broadcast - Live	http://www.legis.state.la.us : Today at the Capitol http://house.louisiana.gov/H_Video/Hse_Video_Today.htm
Video Broadcast - Archive	http://house.louisiana.gov/H_Video/Hse_Video_OnDemand.htm http://senate.legis.state.la.us/video/

Information	Website/Link
Webmaster - Legislature - House - Senate	weblegis@legis.state.la.us webteam@legis.state.la.us websen@legis.state.la.us

Information Available through InfoLouisiana - <http://www.louisiana.gov>

InfoLouisiana is the state's Web portal to government information and services. It provides links to state agency, judicial, and local government websites. The table below lists key access points to this information.

Resource	InfoLouisiana: http://www.louisiana.gov
Agency Website Index	Government; Agency Index
Court and Judicial Information	Government; The Judicial Branch
Governor	Government; The Executive Branch
Local Government	Local Louisiana (Left side of screen)
Maps	http://www.map.la.gov/default.aspx
Online Government Services Links	Services
State History & Background Includes student resources, climate, history & culture, events, demographics, FAQs	Explore; separate links to Culture/Demographics & Geography/Education
Telephone Directory	State Government Directory

Legal Resources

Website	URL	
Louisiana Statutes	http://www.legis.state.la.us/lss/lalaws.htm	
Constitution of Louisiana	http://senate.legis.state.la.us/Documents/Constitution	
Attorney General	http://www.ag.state.la.us/	Includes link to opinions.
Executive Orders	http://www.doa.state.la.us/osr/other/exord.htm	
Judicial (Court) Index	http://louisiana.gov/Government/Judicial_Branch/	Links to state and federal courts; legal sites.
Louisiana Administrative Code	http://doa.louisiana.gov/osr/lac/lactitle.htm	
Louisiana Register	http://doa.louisiana.gov/osr/reg/register.htm	Includes Louisiana Register; Admin. Code
Secretary of State, Publications Division	http://www.sos.louisiana.gov/tabid/71/Default.aspx	Includes information on obtaining copies of Acts, Calendars & Journals.
Supreme Court – Louisiana	http://www.lasc.org/	Includes opinions.
Supreme Court – United States	http://www.supremecourtus.gov	Includes opinions.

Additional Useful Websites

Website	URL	Notes
Council of State Governments (CSG)	http://www.csg.org	
Legislative Websites	http://www.legis.state.la.us/uslegis.htm	Map with links to the legislative website of each state.
National Conference of State Legislatures (NCSL)	http://www.ncsl.org/	House members & legislative assistants may register with NCSL to obtain access to restricted member information.
Public Affairs Research Council of La. (PAR)	www.la-par.org	
Southern Legislative Conference	http://www.slcatlanta.org	Regional component of CSG.
Secretary of State, Elections Division	http://www.sos.louisiana.gov/tabid/68/Default.aspx	
Student Financial Assistance	http://www.osfa.state.la.us	Includes La. GEAR UP, TOPS, & START Portal
USA.Gov	http://www.usa.gov/	U.S. Government Information Portal

PUBLICATIONS

Print copies of publications are supplied to House members as noted. For information on availability and additional copies, contact HLS Administrative Services at: (225) 342-6458. Most publications are available for purchase by the public through HLS Administrative Services. They are also available at Louisiana depository libraries through the State Documents Program. To locate a library near you, contact the Recorder of Documents at: (225) 342-4929.

House of Representatives Publications

Title	Electronic Access	Intranet Available	Print Available
Highlights of the Session	http://house.louisiana.gov/H_Highlights/Hse_Highlights.htm		✓
House Drafting Manual	http://houseintranet/inhouse-BookShelf.htm	✓	
House Fax	E-mailed to House members weekly	✓	
House Journal	http://house.louisiana.gov/H_Journals/Hse_Journals_Journals.htm http://www.legis.state.la.us (Session Info)		✓
Joint Rules of the Senate and House of Representatives	http://house.louisiana.gov (Citizen's Guide; Joint Rules)		✓
La. Constitution	http://house.louisiana.gov (Citizen's Guide; La. Constitution)		✓
Orientation Guide for La. House Members	http://house.louisiana.gov/OG/index.htm	✓	✓
Quick Guide to Committee Procedure in the La. House of Representatives	http://house.louisiana.gov/H_Cmtes/2007_CommitteeProcedureGuide.pdf		✓
Quick Guide to Floor Procedure in the La. House of Representatives	http://house.louisiana.gov/H_Citizens/pdf/FloorGuide.pdf		✓
Résumé	http://www.legis.state.la.us (Session Info)		✓
Rules of Order of the House of Representatives	http://house.louisiana.gov (Citizen's Guide; House Rules)		✓
State and Local Government in La.	http://house.louisiana.gov/SLG/index.htm	✓	✓

Other Legislative Publications

Title	Agency/ Organization	Availability
Budget Pocket Guide	La. Legislative Fiscal Office	Print copy available; http://lfo.louisiana.gov/publications
Fiscal Highlights	La. Legislative Fiscal Office	Print copy sent to members upon publication.
Legislative Auditor Report to the Legislature	La. Office of Legislative Auditor	http://www.la.state.la.us ; Yearly report of all audits e-mailed to members; individualized reports available, call (225) 339-3800.
Rules of Order of the Senate	La. Senate Fiscal Services	http://senate.legis.state.la.us/Documents/
Senate Journals	La. Senate La. Secretary of State	http://senate.legis.state.la.us/ (Session Info) http://www.legis.state.la.us (Session Info)
State Budget Highlights and Summaries	La. Senate Fiscal Services	http://senate.legis.state.la.us/FiscalServices/Publications.htm

Useful Publications from Other Sources

Documents listed below produced by state agencies are public documents under the State Depository Program and are available for use at depository libraries. To locate a library near you, contact the Recorder of Documents at: (225) 342-4929.

Title	Agency/ Organization	Availability
Acts of the Legislature (Bound edition with index)	La. Secretary of State	Available for purchase; call (225) 922-0309. Historical research for members on acts, contact the Poynter Library.
Acts of the Legislature (Newspaper distribution)	The Advocate	Official state journal promulgation of acts. To subscribe to acts as they are published, call: (225) 388-0200.
Executive Budget & Executive Budget Supporting Document	La. Office of Planning & Budget	http://www.doa.louisiana.gov/opb/pub/ebsd.htm ; Print available to members at the Poynter Library and HLS Fiscal Division.
Executive Orders	La. Office of State Register	http://www.doa.louisiana.gov/osr/other/exord.htm

Title	Agency/ Organization	Availability
Guide to the La. Legislature	Public Affairs Research Council of Louisiana	Print available from PAR; call: (225) 926-8414. Brief online version & ordering information at: http://www.la-par.org/guide_laleg.cfm
Legislative Calendars & Journals	La. Secretary of State	Furnished to members upon request and to the public for a fee, call: (225) 922-0309. Price list available at: http://www.sos.louisiana.gov/tabid/103/Default.aspx
La. Administrative Code	La. Office of State Register	http://www.doa.louisiana.gov/osr/lac/lac.htm
La. Juvenile Justice Commission Reports	La. Juvenile Justice Commission	http://jjc.legis.state.la.us/
La. Register	La. Office of State Register	http://www.doa.louisiana.gov/osr/reg/register.htm
La. State Government Telephone Directory	La. Office of Telecommunication Management	http://www.doa.louisiana.gov/otm/listings/sgtd.pdf
La. Tax Guide	La. Department of Revenue	http://www.rev.state.la.us (Publications, Basic Tax Guides, & Publications).
Roster of La. Officials	La. Secretary of State	Secretary of State sends to members. Available for purchase, call: (225) 922-0309. Price list available at: http://www.sos.louisiana.gov/tabid/103/Default.aspx
State Inspector General Reports	La. Office of State Inspector General	http://www.doa.louisiana.gov/oig/reports.htm For assistance locating reports, contact the Poynter Library.
Tax Exemption Budget	La. Department of Revenue	http://revenue.louisiana.gov (Publications; Statistical Publications).

FREQUENTLY ASKED QUESTIONS

General Legislative Information

WHAT IS HLS?

House Legislative Services. A complete description of HLS can be found on page A-7. The HLS staff is the first place to turn for research, drafting, or general questions regarding the Legislature.

♦ **HLS Executive Director** (225) 342-6125

HOW DO I HAVE A BILL DRAFTED?

Develop your concept for legislation by calling an HLS staff member or Division Director (based on subject matter) or call the HLS Executive Director.

♦ **HLS Executive Director** (225) 342-6125

HOW DO I FIND A VOTING RECORD?

House Legislative Services staff may do research to provide a member (or his/her legislative assistant) information on the member's vote on a specific legislative instrument; however, HLS staff does not perform generalized research of a member's voting record. Staff will provide guidance in the use of **Calendars** and **Journals** for more detailed vote research. The voting records on each bill appear in the House and Senate **Journals** for the day a vote is taken; the **Journals** record the proceedings in the order in which they occur.

♦ **Poynter Library Director** (225) 342-2430

♦ **Poynter Library Assistance** .. (225) 342-5783 or (225) 342-5128
(Available to members and legislative assistants only)

HOW DO I FIND VOTES BY BILL NUMBER?

♦ **Louisiana Legislature Website.** <http://www.legis.state.la.us>
(Click on "Session Info" and select the appropriate year. Type in bill number under "How Your Legislator Voted")

♦ **House and Senate Journals** are also available on the website. (Click on "Session Info." Select session, and scroll to "Key Session Info"; then scroll to House or Senate Journals)

Paper copies of Journals:

♦ **Bill Room** (session only) (225) 342-2192

**WHERE CAN I FIND A
LIST OF
PREFILED BILLS?**

The Interim Calendar contains a list of prefiled bills with titles and committee referrals. The Clerk's Office sends a copy of the Interim Calendar to each member's district office.

A list of prefiled bills is also available on the La. Legislature Website at the appropriate time, prior to session. From the website home page, note the prefile link at the top of the screen.

- ♦ **La. Legislature Website** <http://www.legis.state.la.us>
(Scroll to "Bill Search." Search by bill #, author, or subject)
- ♦ **HLS Administrative Services** (225) 342-6458

**WHERE CAN I
OBTAIN A COPY OF A
PREFILED BILL
OR ANY BILL?**

Legislators (during session) receive a copy of each bill calendared for **final passage**. Copies are placed in a book on each member's desk in the House Chamber. Legislators may also call HLS Administrative Services at any time for a copy of any bill. Copies of bills are free of charge to the members only.

Constituents may obtain copies of bills in the following manner:

- ♦ **La. Legislature Website** <http://www.legis.state.la.us>
(Scroll to "Bill Search." Search by bill #, author, or subject)
- ♦ **Bill Room** (session only) (225) 342-2192
- ♦ **HLS Administrative Services** (after session) (225) 342-6458

**WHERE CAN I FIND
INFORMATION ON
LEGISLATION?
(BILL #,
AMENDMENTS, ETC.)**

- ♦ **La. Legislature Website** <http://www.legis.state.la.us>
(Scroll to "Bill Search" or click "Session Info")
- ♦ **Legislative Assistant Database** - Updates legislation in real time
(during session only)
- ♦ **Poynter Library Assistance** . . (225) 342-5783 or (225) 342-5128
(Available to members and legislative assistants only)
- ♦ **PULS Line** (Baton Rouge & out-of-state) (225) 342-2456
- ♦ **PULS Line** (in-state only) (800) 256-3793
- ♦ **TTY Bill Information Line** (Baton Rouge) (225) 219-4688
- ♦ **TTY Bill Information Line** (statewide) (888) 850-6489

**WHERE DO I OBTAIN
A PUBLISHED
RECORD OF
HOUSE/SENATE
PROCEEDINGS?**

♦ **Daily House/Senate Journal.** During session, members receive the prior day's journals at their desks in the House Chamber. Other sources of the **Journals** are:

- ♦ **La. Legislature Website** <http://www.legis.state.la.us>
(Click "Session Info," select session and scroll to "Key Session Info". Choose House or Senate Journals)
- ♦ **HLS Administrative Services** (225) 342-6458
(Copies are free of charge to the members only)
- ♦ **Bill Room** (session only) (225) 342-2192
(There is a fee for constituents/general public.)

**HOW DO I VIEW THE
BROADCAST OF
HOUSE/SENATE
PROCEEDINGS?**

Live coverage and an **archive** of past floor debate and committee meetings are available on the La. Legislature Website.

- ♦ **La. Legislature Website** <http://www.legis.state.la.us>
- ♦ **Live meetings** Click "IN PROGRESS"

- ♦ **Archived House video:**
http://house.louisiana.gov/H_Video/Hse_Video_OnDemand.htm
- ♦ **Archived Senate video:**
<http://senate.legis.state.la.us/video/>

♦ **Louisiana Public Broadcasting** (LPB) distributes both the live and delayed broadcast of selected proceedings over cable television networks. See local television listings for stations, time, and coverage.

**HOW CAN
INDIVIDUAL COPIES
OF ENROLLED BILLS
OR ACTS BE
OBTAINED?**

Enrolled bills (bills which have passed both chambers of the Legislature), are free to members from HLS Administrative Services, but must be requested. They are also available at:

- ♦ **La. Legislature Website** <http://www.legis.state.la.us>
(Click "Session Info", followed by the year; then enter a bill # and select "Text - Current")
- ♦ **HLS Administrative Services** (225) 342-6458
- ♦ **Poynter Library Assistance** . . (225) 342-5783 or (225) 342-5128
(Available to members and legislative assistants only)

**HOW CAN I OBTAIN A
COMPILATION OF
ACTS?**

- ♦ **Thomson West's Louisiana Session Law Service**
Copies of West's printed Session Laws can be obtained upon request from the House Clerk's Office for members. Constituents may subscribe for a fee by contacting:
Thomson West Publishing (800) 328-9352

- ♦ **Acts, State of Louisiana**
Hardbound official copies of the acts can be obtained from the Secretary of State's Office at no cost. A member **must** request this publication after constitutional amendments are voted on.
Secretary of State (225) 922-0309

- ♦ **The Baton Rouge *Advocate*** is the official state journal. It prints full-text copies of acts in batches in act number order. Legislators may purchase directly from the *Advocate*.
(Prices vary according to the volume of material published)

Newspaper Acts, which are a paper-bound set with subject index (available in the fall), can also be purchased from the *Advocate*.
The *Advocate* (225) 383-0200

**HOW CAN I OBTAIN
FINAL BILL ACTION
INFORMATION?**

- ♦ **La. Legislature Website** <http://www.legis.state.la.us>
(Click "Session Info")
- ♦ **Poynter Library Assistance** . . (225) 342-5783 or (225) 342-5128
(Available to members and legislative assistants only)
- ♦ **Legislative Assistant Database**
- ♦ **PULS Line** (Baton Rouge & out-of-state) (225) 342-2456
- ♦ **PULS Line** (in-state only) (800) 256-3793
- ♦ **TTY Bill Information Line** (Baton Rouge) (225) 219-4688
- ♦ **TTY Bill Information Line** (statewide) (888) 850-6489

**HOW CAN I FIND
THE GOVERNOR'S
VETO MESSAGES?**

The Clerk's Office sends copies of veto messages to each member. They are also available on the Internet. The Governor's line item vetoes for HB 1 (general appropriations) and HB 2 (capital outlay) are included in the text copy of the enrolled bill on the Internet.

- ♦ **La. Legislature Website** <http://www.legis.state.la.us>
(Enter bill number under "Bill Search")
- ♦ **Clerk's Office** (225) 342-7259

**HOW CAN I FIND
LEGISLATION FROM
PRIOR SESSIONS?**

- ♦ **La. Legislature Website** <http://www.legis.state.la.us>
(Click "Session Info"; select session year)
- ♦ **Poynter Library Assistance** . . (225) 342-5783 or (225) 342-5128
(Available to members and legislative assistants only)
- ♦ **State Library, Louisiana Section** (225) 342-4914

**HOW DO I OBTAIN A
LEGISLATOR'S
PHONE NUMBER AND
ADDRESS?**

The Internet has information regarding legislative members:

- ♦ **House**
http://house.louisiana.gov/H_Reps/H_Reps_ByName.asp
- ♦ **Senate**
<http://senate.legis.state.la.us/Senators/offices.asp>

**HOW DOES THE
POYNTER LIBRARY
KEEP LEGISLATORS
INFORMED ABOUT
TOPICS OF
LEGISLATIVE
INTEREST?**

The Poynter Library sends weekly e-mails to all members listing newly acquired books, the latest Internet articles online, and the most recently published reports to the legislature, which are submitted by state and local agencies.

**WHERE DO I FIND
UPDATED DISTRICT
MAPS?**

Maps that outline the House and Senate districts can be found on the Internet at:

- ♦ **House:**
http://house.louisiana.gov/H_Redistricting2011/BillsRedsitHouse/BillsRedsitHouse_ACT1.htm
- ♦ **Senate:**
..... <http://senate.legis.state.la.us/redist2011/maps.htm>

**WHERE DO I FIND
ATTORNEY
GENERAL'S
OPINIONS?**

- ♦ **Attorney General's opinions** can be found at the Internet website:
..... <http://www.ag.louisiana.gov/Opinions.aspx>

- ♦ **Paper copies** of individual opinions (225) 326-6000

For research concerning opinions call an HLS staff member or Division Director (based upon subject matter) or the HLS Executive Director.

- ♦ **HLS Executive Director** (for research) (225) 342-6125

**WHAT TOURS OF
THE CAPITOL ARE
AVAILABLE?**

- ♦ **Visitor Information Desk** (225) 342-7317
- ♦ **Virtual Capitol Tour**
http://house.louisiana.gov/H_Citizens/H_Citizens_VirtualTourMain.htm (Click on "Play")

**WHAT DISABILITY
SERVICES ARE
PROVIDED BY THE
LEGISLATURE?**

For a complete explanation of disability services, visit:

- ♦ **La. Legislature Website** <http://www.legis.state.la.us/>
(Click on "Disabilities Information")
- ♦ **HLS ADA Coordinator** (225) 342-6146
- ♦ **TTY Bill Information Line** (Baton Rouge) (225) 219-4688
- ♦ **TTY Bill Information Line** (statewide) (888) 850-6489

Fiscal Information

**HOW DO I FIND A
COPY OF THE
GENERAL
APPROPRIATIONS
BILL AND CAPITAL
OUTLAY BILL?**

The **HLS Fiscal Division** website includes links to all key budget documents. The General Appropriations bill will always be HB 1 and the Capital Outlay bill is always HB 2. HLS Administrative Services sends a copy of the General Appropriations bill to each member during session.

- ♦ **HLS Fiscal Division Website:**
..... <http://house.louisiana.gov/housefiscal/default.htm>
(Click on "Budget Documents")
- ♦ **HLS Fiscal Division** (225) 342-8568
- ♦ **HLS Administrative Services** (225) 342-6458

**WHAT ARE THE
EXECUTIVE BUDGET
AND THE EXECUTIVE
BUDGET SUPPORTING
DOCUMENTS AND
WHERE CAN I FIND
THEM?**

The Executive Budget is a summary document presenting the governor's recommended financial plan for the coming fiscal year. The Executive Budget Supporting Document provides more specific detail and performance recommendations for each program. For more information on the Executive Budget, see *The Legislator as Controller of the Purse Strings* beginning on page F-1.

The Joint Legislative Committee on the Budget receives a copy of the Executive Budget no later than 45 days prior to each legislative session (30 days in the first year of each term). House members receive a copy the first day of session. For assistance to House members in locating programs in either document, call:

- ♦ **HLS Fiscal Division** (225) 342-8568
Both documents are available at:
- ♦ **La. Office of Planning & Budget Website**
..... http://www.doa.louisiana.gov/OPB/Budget_Index.htm

**WHAT IS A "FISCAL
NOTE" AND WHERE
CAN I FIND ONE FOR
A SPECIFIC BILL?**

The fiscal note estimates the fiscal impact of a particular bill. The **Legislative Fiscal Office** prepares fiscal notes on most bills; however, the **Legislative Auditor** prepares fiscal notes on certain bills affecting local governments and boards and commissions. See *Fiscal Notes* beginning on page E-9.

For questions on fiscal notes, contact:

- ♦ **HLS Fiscal Division** (225) 342-8568

Fiscal notes are available for each bill on the:

- La. Legislature Website** <http://www.legis.state.la.us>
(Click "Session Info". The fiscal note for a bill will be listed under "Notes" when applicable.)

State Government Information

**WHERE CAN I FIND A
STATE OFFICIAL'S
NAME, ADDRESS, OR
TELEPHONE
NUMBER?**

- ♦ **Info. Louisiana** (official state site) <http://louisiana.gov>
- ♦ **Roster of Louisiana Officials** (225) 922-0309
(Secretary of State sends to each member when it is updated)
- ♦ **Boards and Commissions Database**, maintained by the Senate:
Senate Internet Home Page <http://senate.legis.state.la.us>
(Click on "Systems/Services")

**WHERE CAN I FIND A
STATE AGENCY
ADDRESS AND PHONE
NUMBER?**

- ♦ **Louisiana State Government Telephone Directory:**
Available on the Internet:
<http://www.doa.louisiana.gov/otm/listings/telephone.htm>
- ♦ **Roster of Louisiana Officials** (225) 922-0309

**WHERE WILL I FIND
STATE AGENCIES'
ADMINISTRATIVE
RULES AND
REGULATIONS?**

The administrative rules and regulations of state agencies are published in the **Louisiana Register** and the **Louisiana Administrative Code** by the Office of the State Register.

- ♦ **Office of the State Register** (225) 342-5015
- Website** <http://www.doa.louisiana.gov/osr/osr.htm>

**WHERE CAN I FIND
INFORMATION ON
LOBBYISTS AND
POLITICAL ACTION
COMMITTEES IN
LOUISIANA?**

- ♦ **House & Governmental Affairs Comte. Staff** .. (225) 342-2403
 - ♦ **Louisiana Board of Ethics** (225) 763-8777
 - ♦ **Ethics Board Website** <http://www.ethics.state.la.us>
- Website includes list of registered lobbyists and PACs.

**WHERE CAN I FIND
INFORMATION ON
ETHICS AND
CAMPAIGN FINANCE?**

- ♦ **House & Governmental Affairs Comte. Staff** .. (225) 342-2403
 - ♦ **Louisiana Board of Ethics** (225) 763-8777
 - ♦ **Ethics Board Website** <http://www.ethics.state.la.us>
- Website includes reports, filing software, report forms, rulings, agendas, laws, and ethics publications.

**WHERE CAN I FIND
INFORMATION ON
COLLEGE
SCHOLARSHIPS AND
LOANS?**

- ♦ **Office of Student Financial Assistance** (LA GEAR UP, TOPS, and START)
- OSFA Website** <http://www.osfa.state.la.us>
- OSFA Phone** (800) 259-5626 or (225) 922-1012
- ♦ **Office of Financial Aid, Tulane University**
- (Tulane Legislative Scholarship) .. <http://tulane.edu/financialaid/>
- Phone** (800) 335-3210 or (504) 865-5723

INFORMATION RESOURCES FOR CONSTITUENTS

Information Sources to which Constituents May Be Referred

PULS LINE

Public Update Legislative Service (PULS) Line

PULS Line is a telephone service for constituents that provides information on legislation under consideration during session. It provides bill status information, assistance locating committee action, and explains aspects of the legislative process. PULS Line offers assistance with the use of the legislative websites.

Session Hours:
8:30 a.m. - adjournment, if House is meeting.
8:30 a.m. - 5:00 p.m., Monday through Friday if not meeting

Interim (not in legislative session) Hours:
9:30 a.m. - 11:00 a.m. and 2:00 p.m. - 4:30 p.m.
Monday through Friday

Baton Rouge area and outside Louisiana (225) 342-2456
Toll-free within the state (800) 256-3793

TTY Line

Baton Rouge area and outside Louisiana (225) 219-4688
Toll-free within the state (888) 850-6489

INTERNET WEBSITES

The websites of the Louisiana legislature provide access to legislation, committee schedules, House and Senate rules, legislative procedure, and more. See page G-9 of this section for a listing of available information with URLs.

SWITCHBOARDS

The House and Senate switchboards direct callers to legislators and legislative staff.

House (225) 342-6945
Senate (225) 342-2040

FAX LINES

The House and Senate fax lines are available for constituent messages to legislators.

House (225) 342-8336
Senate (225) 342-0617

House Legislative Services Administrative Services is responsible for all

**HLS
ADMINISTRATIVE
SERVICES**

House publications. For more information on their services, see the *Frequently Asked Questions* and *House of Representatives Publications* sections of this chapter.

Bill Room (session only) (225) 342-2192
Docket (after session) (225) 342-6458

**SENATE DOCUMENT
AND RECORDS
OFFICE**

The Senate counterpart of HLS Administrative Services.

Docket (225) 342-2365

OTHER RESOURCES

State Library of Louisiana

The State Library of Louisiana provides assistance with researching governmental topics and legislation from past sessions. They also maintain a collection of state government documents, including most of the titles listed under the *Publications* section beginning on page G-15. The library's catalog is available on its website.

Website <http://www.state.lib.la.us>
Louisiana Section Reference Desk (225) 342-4914
Reference and Bibliography Section (225) 342-4913
Recorder of Documents (documents program) .. (225) 342-4929

Law Library of Louisiana

Located in the Supreme Court building in New Orleans, the Law Library of Louisiana provides assistance with current Louisiana law and legislation from past sessions. It also maintains a collection of state government documents.

Website . http://www.lasc.org/law_library/library_information.asp
In-State (800) 820-3038
New Orleans (504) 568-5701

Parish libraries throughout the state

Internet access to legislative websites is available through all parish libraries throughout the state. A link to a directory of parish libraries is located on the State Library Internet home page. The State Library can also provide assistance in locating a local library.

State Library (225) 342-4914
Reference and Bibliography Section (225) 342-4193
Website <http://www.state.lib.la.us/libdir/>

**OTHER RESOURCES
(continued)**

State depository libraries

State depository libraries are libraries which receive copies of state publications through the state documents program. They include selected parish and university libraries. Most of the titles listed under the *Publications* section, beginning on page G-15, are held by these libraries. A listing of depository libraries is located on the State Library website.

Recorder of Documents Office (225) 342-4929
Depository libraries by location
http://www.state.lib.la.us/images/stories/Depository_Lib_Program/Depositories_by_LOCATION_4-10.pdf

Louisiana Secretary of State, Publications Division

The Secretary of State is responsible for the publication of the **Acts of the Legislature** and the **Calendars** and **Journals** of the House and Senate. They are available for purchase through their Publications Division.

Secretary of State, Publications Division (225) 922-0309